

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2004 - JUNE 30, 2005**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2005 AUG -2 PM 3:46

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library

Division/Unit:

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

| | | | | | | | |
|----------|-------|-------|--------|---|---------|---|----------------|
| No. Vol. | 1,289 | Hours | 68,468 | x | \$17.55 | = | \$1,201,613.40 |
|----------|-------|-------|--------|---|---------|---|----------------|

Types of work performed by GENERAL VOLUNTEERS in this category:

Performing clerical work, assisting with programs, getting books and magazines ready for customer use, tutoring adult literacy learners, reading to children, phoning customers to remind them to return overdue library materials.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

| | | | | | | | |
|----------|----|-------|------|---|---------|---|-------------|
| No. Vol. | 49 | Hours | 1802 | x | \$17.55 | = | \$31,625.10 |
|----------|----|-------|------|---|---------|---|-------------|

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Performing clerical work, processing books and other library materials, sorting books for delivery to branches, hauling boxes of books.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

See: Attachment A at end of this report for details of specialized volunteers.

| | | | | | |
|---------|----|-------------|-------|-------------|-----------|
| No. Vol | 62 | Total Hours | 2,735 | Total Value | \$ 80,404 |
|---------|----|-------------|-------|-------------|-----------|

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

| <u>No. of Volunteers</u> | <u>Hours</u> | <u>Dollar Benefit</u> |
|--------------------------|---------------|--------------------------|
| 2a: <u>1,289</u> | <u>68,468</u> | \$ <u>\$1,201,613.40</u> |
| 2b: <u>49</u> | <u>1,802</u> | \$ <u>\$31,625.10</u> |
| 2c: <u>62</u> | <u>2,735</u> | \$ <u>\$80,404.00</u> |

| | | |
|----------------------|---------------|------------------------|
| TOTALS: <u>1,400</u> | <u>73,005</u> | \$ <u>1,313,642.50</u> |
|----------------------|---------------|------------------------|

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

See: Attachment B at end of this report for details of donations to volunteer program.

| |
|--------------------------------|
| TOTAL VALUE \$ <u>7,395.00</u> |
|--------------------------------|

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 4,478 x Rate \$ 15.89 = \$ 71,155.42

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

| <u>Item</u> | <u>No. Hrs</u> | <u>Hourly Rate</u> | <u>Total</u> |
|----------------------|----------------|--------------------|--------------|
| Vol. Coordinator | 90 | \$ 34.82 | \$ 3,133.80 |
| Librns III, Regional | 60 | \$ 29.21 | \$ 1,752.26 |
| Clerk Typist | 64 | \$ 14.10 | \$ 902.40 |
| Personnel Aide | 20 | \$ 18.10 | \$ 362.00 |
| Personnel Officer II | 52 | \$ 26.13 | \$ 1,358.76 |
| Deputy Directors | 10 | \$ 43.27 | \$ 432.70 |
| Director | 20 | \$ 58.22 | \$ 1,164.40 |

| | |
|-------|--------------------|
| TOTAL | \$ <u>9,106.32</u> |
|-------|--------------------|

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

| <u>Item</u> | <u>No. Hrs</u> | <u>Hourly Rate</u> | <u>Cost</u> |
|--|----------------|--------------------|--------------------|
| Branch staff time, formal volunteer recognition. | 60 | \$15.89 | \$ 953.40 |
| Departmental Administrative Secretary III. | 1.00 | \$20.89 | \$ 20.89 |
| Branch volunteer recognition event supplies. | ----- | ----- | \$ 3,400.00 |
| | | | <u>\$ 4,374.29</u> |

TOTAL OF OTHER PROGRAM COSTS

= \$ 4,374.29

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 84,636.03

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1,313,642.50

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 7,395.00

ADD a + b \$ 1,321,037.50

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 84,636.03)

TOTAL PROGRAM BENEFIT \$ 1,236,401.47

6. RECRUITING:

Please describe your recruiting programs:

County of San Diego website; San Diego County Library website (www.sdcl.org); media releases; County Television Network; San Diego Volunteer Center; Library staff encouraging potential volunteers to get involved as volunteers; Area Agency on Aging's Retired Senior Volunteer Program.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Participated in County Board of Supervisors' Volunteer of the Year recognition event, televised on County Television Network; branch libraries held recognition events during Volunteer Recognition Month; Branch libraries made available multigenerational "Grandparents and Books" read-aloud-to-children program in branch libraries; Oversaw a program in which teenagers planned and presented programs for young children; volunteers phoned customers to request return of overdue library materials. Library Friends of San Diego sponsored countywide essay contest, this year asking the question, "Are Books Obsolete?" Friends of Library sold books over the Internet to raise money for branch libraries; "Read to your Breed" in which children practice reading to specially trained "therapy dogs" and volunteer trainers was added at Lakeside Branch Library.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain high level of volunteer use; match volunteer interests to the most appropriate tasks needing volunteer support; recognize volunteers with special events and expressions of appreciation throughout the year.

9. GENERAL INFORMATION:

Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70 E-Mail: Ellen.Zyroff@sdcounty.ca.gov

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70. E-Mail: Ellen.Zyroff@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

DATE: July 22, 2005

San Diego County Library Volunteer Report, 2004-2005

Attachment A: SPECIALIZED VOLUNTEERS

This section includes utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL).

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

| Position | Branch Library | Number of Volunteers | Number of Hours | VCL (Hrly Rate) | Dollar Benefit |
|--|---|----------------------|-----------------|-----------------|-----------------|
| Internet Docents | Various Branches | 24 | 1501 | \$ 23.51 | \$ 35,289 |
| Story teller/ musician | Crest Branch | 1 | 1.5 | \$ 30.00 | \$ 45 |
| Entertainer/Story teller | Crest Branch | 1 | 1 | \$ 125.00 | \$ 125 |
| Entertainer/Story teller | Crest Branch | 1 | 1 | \$ 100.00 | \$ 100 |
| Therapy Dogs Listening to Children Reading | Lakeside Branch | 2 | 74 | \$ 50.00 | \$ 3,700 |
| Knitting instructor | Solana Beach | 1 | 48 | \$ 30.00 | \$ 1,440 |
| Sign Language Instructors | Solana Beach | 2 | 130 | \$ 30.00 | \$ 3,900 |
| Citizenship/US History Lecturer | Solana Beach | 1 | 182 | \$ 30.00 | \$ 5,460 |
| ESL Instructor | Solana Beach | 1 | 44 | \$ 30.00 | \$ 1,320 |
| HeadStart Volunteer | Solana Beach | 1 | 104 | \$ 30.00 | \$ 3,120 |
| Spanish teacher | Solana Beach | 1 | 156 | \$ 30.00 | \$ 4,680 |
| Investment Workshops | Valley Center | 1 | 12 | \$ 200.00 | \$ 4,800 |
| Homework Help | Valley Center | 1 | 12 | \$ 50.00 | \$ 600 |
| Therapy Dogs Listening to Children Reading – Read to Your Breed. | Valley Center | 5 | 114 | \$ 50.00 | \$ 5,700 |
| Lecturers | Valley Center | 5 | 11 | \$ 50.00 | \$ 550 |
| Therapy Dogs Listening to Children Reading | Vista Branch | 8 | 40 | \$ 50.00 | \$ 2,000 |
| Learning Center Managers | READ San Diego –Adult Literacy Services | 6 | 303 | \$ 25.00 | \$ 7,575 |
| TOTALS | ALL | 62 | 2,735 | | \$80,404 |

Attachment B: DONATIONS TO LIBRARY VOLUNTEER PROGRAM

| Branch | Donation | By Whom | Value |
|----------------|-------------------------|--------------------------|-------------------|
| Bonita | Supplies | Staff | \$ 22.00 |
| Bonita | Gifts | Staff | \$ 40.00 |
| Bonita | Supplies | Staff | \$ 8.00 |
| Lemon Grove | Refreshments | Staff | \$ 15.00 |
| READ San Diego | Money | Various County Residents | \$ 4,497.00 |
| READ San Diego | Books | Various County Residents | \$ 375.00 |
| READ San Diego | Children's Books | San Diego City Schools | \$ 518.00 |
| READ San Diego | Gift Certificates-Misc. | Local Businesses-various | \$ 1,920.00 |
| TOTAL | | | \$7,395.00 |